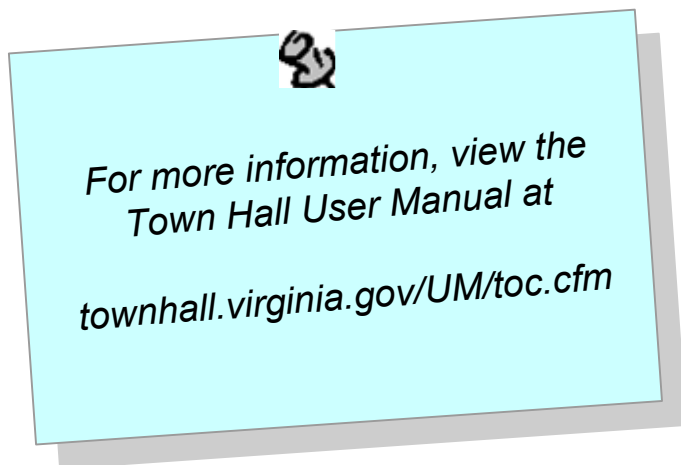


Petition for new or amended regulation:

Information especially for
state agency staff

A petition for new or amended regulations is a request by a person(s) to an agency/board to develop a new regulation or amend an existing regulation.

Source: Section 2.2-4007 of the Code of Virginia



The Process:

You will receive a letter/email that includes the following:

The substance and purpose of the rulemaking that is requested and, if an existing regulation, the citation to the Virginia Administrative Code.

Legal authority of the agency/board to take the action requested.

Code of Virginia Section 2.2-4007 may also be mentioned.

Within 14 days of receiving the person's request, you must send a notice with the person's name, the nature of his request, and your plan for handling the request to the *Virginia Register* via the Town Hall.

Upon submitting this notice, it becomes visible on the Town Hall and an automatic email notification is sent to registered Town Hall users.

Request for rule change is published in the *Register*.

Beginning of 21-day public comment period and Town Hall public comment forum.

Public comment period/forum closes.

Within 90 days, your agency/board must issue a written decision to grant or deny the person's request (unless the agency/board has not met within the 90-day period, in which case it must provide a written decision no later than 14 days after it next meets).

The agency's decision must include its reasons for taking action or not taking action and is published in the *Register* and appears on the Town Hall. Email notification is also sent to Town Hall registered users.

Note: Agency decisions regarding requests to change a rule are not subject to court review.

